Chapter 4 Documents

BAAT Access Authority Table

```
ENTER FUNCTION: ............ TRANS: BAAT
                                                        DATE:
 ACCESS AUTHORITY TABLE                                 TIME:
 KEY IS USER ID                                         TERM:
 USER ID.......: ........   NAME: ...............................
 EXECUTIVE AGCY: ......  :
 UNIVERSAL AUTH  .    USER LST CHGD:        DATE LAST CHANGED:
 TEXT AUTH  .  VEND AUTH  .  COMM AUTH  .  BAPV AUTH  .  KENT AUTH  .
 PAPV AUTH  .  BLBL AUTH  .  OWLK AUTH  .  XWLK AUTH  .  KINV AUTH  .
 OPAY AUTH  .  KLDL AUTH  .  MVBL AUTH  .  ARCH AUTH  .  KAMD AUTH  .
          AGENCY   MAINTAIN              AGENCY   MAINTAIN
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
          ......      .                  ......      .
```

Purpose The purpose of the Access Authority Table is to provide the user with the capability of adding, changing, deleting and inquiring Access Authority Records. Access is restricted to those records for which the user has the proper access. NOTE: The control of this table should be restricted to supervisory personnel. This table is used to describe the record maintenance capability assigned to a given user ID.

Screen Characteristics Add, Change, Delete and Inquire Access Authority Table.

Procedure Cross-Reference Chapter 2 Installation Tables Maintenance;

1.1 Add Access Authority Table
1.2 Establish Screen Processing Authorization
1.3 Change Access Authority Table
1.4 Delete Access Authority Table
1.5 Inquire Access Authority Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
UserID	8	Unprotected. Key. Required for add. If left blank on inquiry the system will return with the first record in the database. Should be the unique identification code and password combination known only to the user and the supervisor.
Name	40	Unprotected. Required for add. Used to identify the USERID by name.
Executive Agcy	6	Unprotected. Required for add. Used to identify the executive agency to which the user is assigned.
Universal Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update all transactions requiring authorization (if access to transaction is permitted). Overrides any individual authorization entered. Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
User Lst Chgd	4	Protected. The userid of the person making the last change to this record. Maintained by the system.
Date Last Changed	8	Protected. The date that the last change was made to this record. Maintained by the system.
TEXT Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update TEXT transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
VEND Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update VEND transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
COMM Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update COMM transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
BAPV Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update BAPV transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.

Field Completion

Field	Size	Description
KENT Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update KENT transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
PAPV Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update PAPV transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
BLBL Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update BLBL transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
OWLK Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update OWLK transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
XWLK Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update XWLK transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
KINV Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update KINV transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
OPAY Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update OPAY transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
KLDL Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update KLDL transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
MVBL Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update the moveable property flag on the requisition or order/change order line records. Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
ARCH Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update the Archive Order field on ORD5 (if access to order is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.
KAMD Auth	1	Unprotected. Optional entry. If entered, will provide authorization to update KAMD transactions requiring authorization (if access to transaction is permitted). Valid entries are 'Y' and 'N'. Defaults to 'N' if not entered.

Field Completion

Field	Size	Description
Agency	20x6	Unprotected. Required for add. These agency numbers signify the agency records this user will be able to view or maintain. If 'Blanket' authorization is to be given, the supervisor can enter the first digit of the agency number and then fill the rest with 'Xs'. 'X' may be used as a wildcard character in any trailing position. If the supervisor wishes to limit the access to certain areas under an agency then the entire code for that section may be entered.
Maintain	20x1	Unprotected. Required. Must be either a 'Y' or 'N' to indicate if the user has authority to maintain records for the agency specified.

BHOL   **Holiday Table**

```
ENTER FUNCTION: ............ TRANS: BHOL

 HOLIDAY TABLE
 KEY IS CALENDAR YEAR AND NON-WORK JULIAN DATE

        CALENDAR YEAR     NON-WORK JULIAN DATE
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
            ....                   ...
```

Purpose   The purpose of the Holiday Table is to provide the user with the capability of adding,
                         deleting and inquiring holiday records. This table is utilized throughout the system to insure
                         that scheduled dates and other important dates do not fall on holidays. Holidays are defined
                         as any days on which state agencies are officially not at work. This table should be
                         maintained by supervisory personnel.

Screen
Characteristics   Add, Delete and Inquire Holiday Table.

Procedure
Cross-Reference   Chapter 2 Installation Tables Maintenance;

                         2.1 Add Holiday Table
                         2.2 Delete Holiday Table
                         2.3 Inquire Holiday Table

Field Completion

Field	Size	Description
Calendar Year	4	Unprotected. Key. Required for add. The year in which the Holiday will fall. The century must be either 19 or 20. The year must be greater than 86 if century is 19.
Non-Work Julian Date	3	Unprotected. Key. Required for add. Must be greater than '0' and less than **366**. If year is leap year, less than **367**.

BINS   The Installation Table

```
ENTER FUNCTION: ............ TRANS: BINS

 INSTALLATION TABLE
 KEY IS INSTALLATION NAME

 INSTALLATION NAME..: ...............................

 LAST REQUISITION...:              FY BEGIN DATE...........:
 LAST SOLICITATION..:              FY END DATE.............:
 LAST CONTRACT......:              LAST BATCH DATE.........:
 LAST ORDER NUMBER..:              LAST BATCH SUCCESSFUL...:
 LAST COMMODITY ITEM:              LAST CFMS CONTRACT NO...:

 AGCY REQ GRACE DATE:              AGCY REQ BEGIN DATE.....:
 CRO GRACE DATE.....:              CRO BEGIN DATE..........:
 OBLIG. GRACE DATE..:              OBLIGATION BEGIN DATE...:
 REQ GRACE DATE.....:              REQUISITION BEGIN DATE..:
 NO. P.O. COPIES....:              PAY GRACE DATE..........:
 DISCOUNT PERIOD....:              AGPS TRANS ID...........:
```

Purpose   The purpose of The Installation Table is to provide the user and the system with a reference point for retaining standard dates and numbering sequences. The table is not maintained by the user.

Screen
Characteristics   Inquire Installation Table.

Procedure
Cross-Reference   Chapter 2 Installation Tables Maintenance, 7.1 Inquire Installation Tables.

Field Completion

Field	Size	Description
Installation Name	35	Unprotected. Key. The name of the installation in which the system is installed.
Last Requisition	10	Protected. The sequential numbering system that automatically numbers the requisitions.
FY Begin Date	4	Protected. The month/day of the first day of the fiscal year of the installation.
Last Solicitation	10	Protected. The sequential numbering system that automatically numbers the solicitations.
FY End Date	4	Protected. The month/day of the last day of the fiscal year of the installation.
Last Contract	10	Protected. The sequential numbering system that automatically numbers the contracts.
Last Batch Date	6	Protected. The date, in MMDDYY format, of the last batch update cycle.
Last Order Number	10	Protected. The sequential numbering system that automatically numbers the orders.
Last Batch Successful	1	Protected. An indicator that tells the user the status of the last batch update cycle. The options are 'I' for initialized and 'C' for complete.
Last Commodity Item	6	Protected. The sequential numbering system that automatically numbers commodity items.
Last CFMS Contract No	10	Protected. The sequential numbering system that automatically numbers CFMS contracts.
Agcy Req Grace Date	4	Protected. A date after the beginning of the fiscal year at which time all prior fiscal year agency requisition documents must be in the system. Must be in MM/DD format.
Agcy Req Begin Date	4	Protected. A date prior to the beginning of the fiscal year when next fiscal year's agency requisition documents can be input. Must be in MM/DD format.

Field Completion

Field	Size	Description
CRO Grace Date	4	Protected. A date after the beginning of the fiscal year at which time all prior fiscal year CRO documents must be in the system. Must be in MM/DD format.
CRO Begin Date	4	Protected. A date prior to the beginning of the fiscal year when next fiscal year's CRO documents can be input. Must be in MM/DD format.
Oblig. Grace Date	4	Protected. A date after the beginning of the fiscal year at which time all prior fiscal year obligation documents must be in the system. Must be in MM/DD format.
Obligation Begin Date	4	Protected. A date prior to the beginning of the fiscal year when next fiscal year's obligation documents can be input. Must be in MM/DD format.
Req Grace Date	4	Protected. A date after the beginning of the fiscal year at which time all prior fiscal year requisition documents must be in the system. Must be in MM/DD format.
Requisition Begin Date	4	Protected. A date prior to the beginning of the fiscal year when next fiscal year's requisition documents can be input. Must be in MM/DD format.
No. P.O. Copies	3	Protected. The number of purchase order copies that will be printed by the system for each purchase order document set to a print status.
Pay Grace Date	4	Protected. A date after the beginning of the fiscal year at which time all prior fiscal year payment documents must be processed in the system. Must be in MM/DD format.
Discount Period	3	Protected. The number of days of prompt payment period below which offered prompt payment periods will not be considered in bid tabulation processing.
AGPS Trans ID	4	Protected. This Transaction ID is used by the system for system roll-back processing.

BIN2   The Installation Table #2

```
ENTER FUNCTION: ............ TRANS: BIN2
                                                        DATE:
INSTALLATION TABLE #2                                   TIME:
KEY IS INSTALLATION NAME                                TERM:
INSTALLATION NAME.....: ...................................
BATCH NUMBER..........:              BUYER $ LIMIT...........:
% AMT VAR AWARD.......:              BUYER SUPV $ LIMIT......:
$ NTE AMT AWARD.......:              UNIT SUPV $ LIMIT.......:
% VAR REC/INV/PAY.....:              ASST SUPV $ LIMIT.......:
$ NTE AMT INV/PAY.....:              BUREAU SUPV $ LIMIT.....:
% VAR DIST CTR........:              DIRECTOR $ LIMIT........:
$ NTE AMT DIST CTR....:              DELEGATED PURCH $ LIMIT.:
% AMT VAR STK REPLEN..:              LOW DOLLAR ORDER $ LIMIT:
$ NTE AMT STK REPLEN..:              CONTRACT REVIEW $ LIMIT.:
REC/INV/PAY AGING DAYS:              ALLOW VEND DISC TO CHG..:
REC/INV/PAY GRACE DAYS:              ALLOW ALL-IN-ONE........:
LATE DELVRY AGING DAYS:              SCHED PAYMENT DAYS......:
ADMIN DELAY DELIV DAYS:              PAYMENT VOUCHER NBR.....:
MOVABLE PROP $ LIMIT..:              CONT. OVERRIDE EDIT.....:
ITEM LEVEL?...........:              CONTRACT UOM............:
OTHER CHARGE LIMIT....:
```

Purpose	The purpose of Installation Table #2 is to provide the user the capability to inquire unique variables used by various screens/programs for processing of various transactions within AGPS. This table is not maintained by the user. Access is granted to those users with proper security.
Screen Characteristics	Inquire Installation Table.
Procedure Cross-Reference	Chapter 2 Installation Tables Maintenance, 7.1 Inquire Installation Tables.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Installation Name	35	Unprotected. Key. The name of the installation in which the system is installed.
Batch Number	4	Protected. Inferred batch number from the last nightly batch process.
Buyer $ Limit	9.2	Protected. Indication of the dollar limit for which a buyer approval will be generated during solicitation processing.
% Amt Var Award	2.2	Protected. Indication of percentage of variance that the automated award process will be permitted to exceed the original pre-encumbrance for setting of award flag(s) on the RVEN record(s).
Buyer Supv $ Limit	9.2	Protected. Indication of the dollar limit for which a supervisor procurement specialist approval will be generated during solicitation processing.
$ NTE Amt Award	9.2	Protected. Indication of the dollar amount that the automated award process will be permitted to exceed the original pre-encumbrance for setting of award flag(s) on the RVEN record(s).
Unit Supv $ Limit	9.2	Protected. Indication of the dollar limit for which an unit supervisor approval will be generated during solicitation processing.
% Var Rec/Inv/Pay	2.2	Protected. Global indicator for identifying the percentage of variance that a received/invoiced quantity or payment amount may exceed the original ordered quantity/amount of an order.
Asst Supv $ Limit	9.2	Protected. Indication of the dollar limit for which an assistant supervisor approval will be generated during solicitation processing.
$ NTE Amt Inv/Pay	9.2	Protected. Global indicator for identifying the dollar amount variance that an invoice/payment amount may exceed the original ordered amount for an order.
Bureau Supv $ Limit	9.2	Protected. Indication of the dollar limit for which a bureau supervisor approval will be generated during solicitation processing.

Field Completion

Field	Size	Description
% Var Dist Ctr	2.2	Protected. Global indicator for identifying the percentage of variance that a payment amount for a Distribution Center Item may exceed the original ordered amount for an order.
Director $ Limit	9.2	Protected. Indication of the dollar limit for which a director, division of purchasing & property approval will be generated during solicitation processing.
$ NTE Amt Dist Ctr	9.2	Protected. Global dollar limit for identifying the dollar amount that a payment amount for a Distribution Center Item may exceed the original ordered amount of an order.
Delegated Purch $ Limit	9.2	Protected. Global dollar limit for delegation of purchase authority to other than a central purchasing agency.
% Amt Var Stk Replen	2.2	Protected. Indication of the percent variance permitted on stock replenishment requests. When BR10U processes stock replenishment requests in AGPS and the item is on contract, the current contract pricing may exceed the estimated price by the percentage of this variance. E.G., Last purchase price on a commodity was $50.00, the variance is 05.00%, current contract price is $51.50; this item will process. If the contract price had been greater than $52.50 ($50.00 * 1.05), the line would have been rejected for processing.
Low Dollar Order $ Limit	9.2	Protected. Global dollar limit for processing automatic receipt, invoice, and payment records for local delivery orders. A local delivery order (LDO) is entered using OFST and is for small purchases at or less than the limit. These purchases are not encumbered and when entered are set to pay immediately.
Contract Review $ Limit	9.2	Protected. Indication of the dollar limit for which a contract, office of contractual review approval will be generated during contract management processing.
$ NTE Amt Stk Replen	9.2	Protected. Indication of the dollar amount variance limit permitted on stock replenishment requests. When BR10U processes stock replenishment requests in AGPS and the item is on contract, the current contract pricing may exceed the estimated price by the amount of this variance. E.G., Last purchase price on a commodity was $50.00, the variance is 5.00, current contract price is $54.50; this item will process. If the contract price had been greater than $55.00 ($50.00 + 5.00), the line would have been rejected for processing

Field Completion

Field	Size	Description
Allow Vend Disc To Chg	1	Protected. Indication of whether or not the prompt payment discount of an order will be permitted to be changed on the order invoice (OINV) record if the invoice discount is more favorable than that of the original order. If 'Y', prompt pay discount may be changed on OINV.
REC/INV/PAY Aging Days	2	Protected. Global receipt, invoice and payment process aging limit. This is the number of days after which unprocessed receipts, invoices and payments will appear on the Aging Reports for Receipts, Invoices and Payments.
Allow All-In-One	1	Protected. Global indicator. This indicator will allow or restrict the use of entering an invoice and automatically creating corresponding receipts and payments. This indicator is checked by OINV at Status Code 640.
REC/INV/PAY Grace Days	2	Protected. Global receipt, invoice and payment process grace limit. This is the number of days after contract end ordering period that a receipt, invoice or payment may be processed for order document types BPC and BPV.
Sched Payment Days	3	Protected. The standard prompt payment net period for processing in AGPS. Will be used in absence of a vendor offered discount period.
Late Delvry Aging Days	2	Protected. Global number of days limit for delivery. This is the number of days after the scheduled delivery date that an order is considered to be late and will appear on the late delivery report.
Payment Voucher Nbr	7	Protected. Display of counter used for creation of payment voucher numbers for order payment processing.
Admin Delay Deliv Days	3	Protected. Global number of days of administrative delay for determining delivery of an order. This is the number of days after scheduled delivery date that an order is delayed for administrative processing and is added to the scheduled delivery date to become the recorded delivery date for that order.
Movable Prop $ Limit	9.2	Protected. Indication of the dollar limit for moveable property.
Cont. Override Edit	1	Protected. Global indicator. **Y** indicates that user can bypass contract if approved by State Purchasing. A warning will be issued when a contract commodity item is added to a non-contract release document type. **N** indicates

Field Completion

Field	Size	Description
		that the state contract must be used. An error will be issued forcing user to order from the state contract. This indicator is checked by RLI2, OLI4 OFST, and OCLN.
Item Level	1	Protected. Global indicator. **Y** indicates that a commodity item number must be entered. **N** indicates that user can buy at the class/sub-class level. This indicator is checked by RLI2, OLI4 OFST, and OCLN.
Contract UOM	1	Protected. Global indicator. **Y** indicates that the unit of measure is used to determine if the commodity requested is on contract. If a different unit of measure is requested, user is allowed to bypass the contract. **N** indicates that the unit of measure is not used to determine if the commodity requested is on contract (only the commodity code is used). If the commodity code is on contract, user will receive either an error or warning that the commodity is on contract. This indicator is checked by RLI2, OLI4 OFST, and OCLN.
Other Charge Limit	(9.2)	Protected. Indication of the dollar limit for the total of the Other Charges on OINV.

BIN3   The Installation Table #3

```
ENTER FUNCTION: ............ TRANS: BIN3

 INSTALLATION TABLE #3
 KEY IS INSTALLATION NAME

 INSTALLATION NAME..: ...............................

 LAST FILE NUMBER BUYING UNIT 1..:
 LAST FILE NUMBER BUYING UNIT 2..:
 LAST FILE NUMBER BUYING UNIT 3..:
 LAST FILE NUMBER BUYING UNIT 4..:
 LAST FILE NUMBER BUYING UNIT 5..:
 LAST FILE NUMBER BUYING UNIT 6..:
 ON-LINE AWARD...................:
 NUMBER OF LINES AWARDED.........:
 NUMBER OF AWARDED VENDORS.......:
 LAST FACS BATCH NUMBER..........:
 2 WAY MATCH.....................:
```

Purpose   The purpose of The Installation Table #3 is to provide the user and the system with a reference point for retaining last file number numbering sequences for each buying unit and limitations for on-line purchase orders. The table is maintained by the system administrator.

Screen Characteristics   Inquire Installation Table.

Procedure Cross-Reference   Chapter 2 Installation Tables Maintenance, 7.1 Inquire Installation Tables.

Field Completion

Field	Size	Description
Installation Name	35	Unprotected. Key. The name of the installation in which the system is installed.
Last File Number Buying Unit 1	4	Protected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 2	4	Protected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 3	4	Protected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 4	4	Protected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 5	4	Protected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 6	4	Protected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
On-line Award	1	Protected. This indicator will allow or restrict the creation of an on-line purchase order from a solicitation.
Number of Lines Awarded	3	Protected. Indication of the number of lines awarded limit permitted for an on-line purchase order.
Number of Awarded Vendor	2	Protected. Indication of the number of awarded vendors limit permitted for an on-line purchase order.
Last FACS Batch Number	4	Protected. Inferred batch number from the last batch interface with FACS.
2 Way Match	1	Protected. Used to indicate if 2 way match is allowed.

BRCP   **Reciprocity Table**

```
ENTER FUNCTION: ............ TRANS: BRCP

 RECIPROCITY CODE TABLE
 KEY IS STATE CODE AND SEQUENCE NUMBER

 STATE CODE      SEQ NO     PREFERENCE STATEMENT
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
    ..            ...       ........................................
```

Purpose   The purpose of the Reciprocity Table is to provide the user with the capability of adding, deleting and inquiring reciprocity state information. Table is used to define reciprocity states and reciprocity information for each state. Access is restricted to those user that have the proper security access.

**Screen
Characteristics**   Add, Delete and Inquire Reciprocity Table.

**Procedure
Cross-Reference**   Chapter 2 Installation Tables Maintenance;

                     3.1 Add Reciprocity Table
                     3.2 Delete Reciprocity Table
                     3.3 Inquire Reciprocity Table

Field Completion

Field	Size	Description
State Code	2	Unprotected. Key. Required for add. If left blank on inquiry, the system will return with the first state code in the database. If input the system will return with the state code specified.
Seq No	3	Unprotected. Key. Required for add. If left blank on inquiry, the system will return with the first sequence number in the database. If input the system will return with the sequence number specified.
Preference Statement	40	Unprotected. Preference statement for the input state code and sequence number.

BREG   **Regions Code Table**

```
ENTER FUNCTION: ............ TRANS: BREG
                                                        DATE:
 REGION CODE TABLE                                      TIME:
 KEY IS REGION CODE AND PARISH CODE                     TERM:

 REGION CODE: ...

 PARISH
 CODE          NAME

 ...

 ...

 ...

 ...

 ...

 ...
```

Purpose   The purpose of the Region Code Table is to provide the user with the capability of adding, deleting and inquiring region codes. Table is used to define the parishes which are assigned to a given region code. Access is restricted to those user that have the proper security access.

**Screen
Characteristics**   Add, Delete and Inquire BREG Table.

**Procedure
Cross-Reference**   Chapter 2 Installation Tables Maintenance;

                       4.1 Add Regions Code Table
                       4.2 Delete Regions Code Table
                       4.3 Inquire Regions Code Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Region Code	3	Unprotected. Key. Required for add. If left blank on inquiry, the system will return with the first region record in the database. If input the system will return with the region specified.
Region Title	30	Protected. Inferred interpretation of the region code from BTAB Table GC (Geo Bid Code).
Parish Code	3	Unprotected. Key. Required for add. If blank on inquiry, the system will return with the first record in the database for the region specified. If input the system will return with the parish code specified. Must be a valid entry in BTAB Table CC (Parish Code).
Name	30	Protected. Inferred interpretation of the parish code from BTAB Table CC (Parish Code).

BRGI   Region By Parish

```
ENTER FUNCTION: ............ TRANS: BRGI
                                                          DATE:
 REGION BY PARISH                                         TIME:
 KEY IS PARISH CODE AND REGION CODE                       TERM:

 PARISH CODE: ...

 REGION
 CODE          NAME

 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
```

Purpose   The purpose of the Region by Parish Code Table is to provide the user the ability to inquire which regions a parish is assigned to.

Screen Characteristics   Inquire Regions Code Table.

Procedure Cross-Reference   Chapter 2 Installation Tables Maintenance, 7.1 Inquire Installation Tables.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Parish Code	3	Unprotected. Key. If left blank the system will return with the first parish code in the database. If input the system will return with the code specified. Must be a valid entry in BTAB Table CC (Parish Code).
Parish Title	30	Protected. Inferred interpretation of the parish code from BTAB Table CC (Parish Code).
Region Code	3	Unprotected. Key. If left blank the system will return with the first region code in the database for this parish. Must be a valid entry in BTAB Table GC (Geo Bid Code).
Name	30	Protected. Inferred interpretation of the region code from BTAB Table GC (Geo Bid Code).

INSTALLATION TABLES MAINTENANCE   **DOCUMENTS**

BSTD   **Standards Table**

```
ENTER FUNCTION: ............ TRANS: BSTD
                                                      DATE:
 STANDARDS TABLE                                      TIME:
 KEY IS DOCUMENT TYPE                                 TERM:

 DOCUMENT TYPE......: ... :
 NATURE OF PURCHASE.: .. :

 DAYS TO PURCHASING.........: ...
 DAYS TO REQUEST FUNDS......: ...
 DAYS TO ASSIGN BUYER.......: ...
 DAYS TO ASSIGN SOLICITATION: ...
 DAYS TO ISSUE SOLICITATION.: ...
 DAYS TO OPEN SOLICITATION..: ...
 DAYS TO BEGIN EVALUATION...: ...
 DAYS TO AWARD DOCUMENT.....: ...
 DAYS TO DISTRIBUTE DOCUMENT: ...
 DAYS TO ISSUE NOA..........: ...
```

Purpose   The purpose of the Standards Table is to provide the user with the capability to add, change, delete and inquire standards table records. The tables are utilized in the scheduling of requisitions and solicitations. Standards are established at the discretion of the purchasing organization based on past experience. Periodic review and revisions are appropriate based on system experience.

Screen Characteristics   Add, Change, Delete and Inquire Standards Table.

Procedure Cross-Reference   Chapter 2 Installation Tables Maintenance;

5.1 Add Standards Table
5.2 Change Standards Table
5.3 Delete Standards Table
5.4 Inquire Standards Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Document Type	3	Unprotected. Key. Required for add. If left blank on inquiry, the system will return with the first record in the database. If input the system will return with the document type specified. Must be a valid entry in BTAB Table DT (Document Type).
Document Title	30	Protected. Inferred interpretation of the document type from BTAB Table DT (Document Type).
Nature Of Purchase	2	Unprotected. Required for add. If left blank on inquiry, the system will return with the first record in the database. If input the system will return with the nature of purchase specified. Must be a valid entry in BTAB Table NP (Nature Of Purchase).
Nature of Purch Title	30	Protected. Inferred interpretation of the nature of purchase from BTAB Table NP (Nature Of Purchase).
Days To Purchasing	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Request Funds	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Assign Buyer	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Assign Solicitation	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Issue Solicitation	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.

Field Completion

Field	Size	Description
Days To Open Solicitation	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Begin Evaluation	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Award Document	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Distribute Document	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.
Days To Issue NOA	3	Unprotected. Required for add. The number of days allotted to accomplish this milestone. Must be less than 366.

BTAB   Tables Table

```
ENTER FUNCTION: ............ TRANS: BTAB
                                                        DATE:
 TABLES TABLE                                           TIME:
 KEY IS TYPE TABLE AND TABLE ENTRY                      TERM:

    TYPE TABLE: ..

                 TABLE ENTRY              TITLE
                --------------  ------------------------------
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
                    ......      ..............................
```

Purpose
The purpose of the Tables Table is to provide the user with the capability to add, change, delete and inquire table records. These tables are used extensively throughout the system for processing and code interpretation.

**Screen
Characteristics**
Add, Change, Delete and Inquire Tables Table.

**Procedure
Cross-Reference**
Chapter 2 Installation Tables Maintenance;

6.1 Add Tables Table
6.2 Change Tables Table
6.3 Delete Tables Table
6.4 Inquire Tables Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Type Table	2	Unprotected. Key. Required for add. If adding a new type table and contents to BTAB, the user must first add the table type to BTAB Table TT (Type Table Header Record). Then the user can add the table. If the function is inquire the user must specify the type table indicator.
Type Table Title	30	Protected. Inferred interpretation of the table type from BTAB Table TT (Type Table Header Record).
Table entry	6	Unprotected. Key. Required for add. If user is making an inquiry, then, after entering a valid type table, blank out the first table entry on the screen.
Title	30	Unprotected. Required for add. User may input any 30 characters which describe the table entry.